

MHCOTMP-1930993-JS National Import Specialist

Security Clearance: Public Trust - Background Investigation

Supervisory Status: No

Customs & Border Protection (CBP): Securing America's Borders

Do you desire to protect American interests and secure our Nation while building a meaningful and rewarding career? If so, the Department of Homeland Security (DHS) is calling. DHS components work collectively to prevent terrorism, secure borders, enforce and administer immigration laws, safeguard cyberspace and ensure resiliency to disasters. The vitality and magnitude of this mission is achieved by a diverse workforce spanning hundreds of occupations. Make an impact; join DHS.

Discover a challenging and rewarding career in CBP, the sole organization responsible for securing the nation's borders. At U.S. Customs and Border Protection, we:

- Screen passengers, vehicles, and shipments entering our country
- Seize illegal narcotics, vehicles, and agricultural products
- Prevent unauthorized entry into the country
- Rescue individuals who fall into dangerous conditions traversing our border

For more information about CBP's mission, activities, and careers, please see <http://www.cbp.gov>.

Joining the Customs and Border Protection, Office of Trade will allow you to use your expertise in furnishing authoritative information and advice to field based Import Specialists, so as to ensure the uniformity and accuracy of their decisions. This position starts at a salary of \$85,816 (GS-13, Step 01), with promotion potential to \$131,833 (GS-14, Step 10).

Salary: Salary listed reflects the rest of U.S. scale and, if applicable, will be adjusted to meet the locality pay or cost of living expenses of the duty location upon selection: <http://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/>.

Who May Apply: Current U.S. Customs and Border Protection employees with competitive status.

- For definitions of terms found in this announcement, please see http://www.dhs.gov/xabout/careers/gc_1303762131481.shtm.

Organizational Location: This position is located within U.S. Customs and Border Protection, Office of Trade, [Regulations and Rulings, National Commodity Specialist Division](#).

Location negotiable upon selection.

One or more selections may be made using this job opportunity announcement. Further selections may also be made for additional organizational divisions and/or units.

Travel Required: Occasional Travel

Travel Description: You may be required to travel 10% of the time.

Relocation Authorized: No

You must be a U.S. Citizen to apply for this position

You may be required to pass a background investigation

Males born after 12/31/1959 must be registered with Selective Service

You may be required to pass initial and random drug testing

In this National Import Specialist position you will become a key team member of Homeland Security professionals assuring uniformity and correctness of CBP actions, and be accountable for Tariff Classification and will offer advice and guidance on valuation, marking, origin, admissibility, applicability of Trade Agreements and all other Commercial Operations responsibilities. Typical work assignments include:

Working with and supporting, as appropriate, Field Office staff, Ports and Centers for Excellence and Expertise personnel and other staff (e.g. National Targeting Center Cargo) performing cargo clearance, entry review, and trade enforcement activities;

- Preparing binding tariff classification rulings to importers and other interested persons and referring tariff related information through the Commercial Targeting Referral System to enhance effectiveness of national cargo and entry summary selectivity;
- Preparing reports for the Assistant Chief Counsel (United States Court of International Trade) on protests and re-appraisal cases recommending the government's position utilizing data and opinions developed in the office;
- Conducting national commodity seminars, port visits, and mini-seminars to promote accuracy and uniformity of CBP decisions nationwide; and
- Promoting Informed Compliance activities by conducting public outreach presentations and preparing Informed Compliance Publications on trade-related issues.

GS-13: You qualify at the GS-13 level if you possess one (1) year of specialized experience that equipped you with the skills needed to perform the job duties. This experience must have been equivalent to at least the GS-12 grade level. Examples include experience serving as a National Import Specialist Assistant responsible for preparing binding rulings, etc., or serving as a Senior or Lead Import Specialist responsible for ensuring that routine work assignments of an assigned team are carried out in accordance with established guidelines and with administrative and judicial precedent; and planning, conducting, and controlling the review, analysis, and processing of entries pertaining to assigned lines of merchandise.

GS-14: You qualify at the GS-14 level if you possess one (1) year of specialized experience that equipped you with the skills needed to perform the job duties. This experience must have been equivalent to at least the GS-13 grade level. Examples include developing and issuing nationally binding rulings on tariff classifications; providing authoritative advice to the public on classification, value, and related issues; developing, utilizing ACS/ACE modules to enforce trade-related laws and regulations.

Experience refers to paid and unpaid experience, including volunteer work done through National Service programs (e.g., Peace Corps, AmeriCorps) and other organizations (e.g., professional; philanthropic; religious; spiritual; community, student, social). Volunteer work helps build critical competencies,

knowledge, and skills and can provide valuable training and experience that translates directly to paid employment. You will receive credit for all qualifying experience, including volunteer experience.

You must:

- Meet all qualification requirements, subject to verification at any stage of the application process; and
- Meet all applicable Time in Grade requirements (current federal employees must have served 52 weeks at the next lower grade or equivalent grade band in the federal service) by Tuesday, April 11, 2017.

Background Investigation: Customs and Border Protection (CBP) is a federal law enforcement agency that requires all applicants to undergo a thorough background investigation prior to employment in order to promote the agency's core values of vigilance, service to country and integrity. During the screening and/or background investigation process, you will be asked questions regarding any felony criminal convictions or current felony charges, the use of illegal drugs (i.e., marijuana, cocaine, heroin, LSD, methamphetamines, ecstasy) and the use of non-prescribed controlled substances including any experimentation, possession, sale, receipt, manufacture, cultivation, production, transfer, shipping, trafficking, or distribution of controlled substances. Entry into this position may require that you successfully pass a polygraph examination. For more information, please see: <https://www.cbp.gov/careers/join-cbp/which-career/apply/background-investigation>

Positions with known promotion potential do not guarantee promotion, nor is the promise of promotion implied.

Probationary Period: Current and former federal employees may be required to serve or complete a probationary period.

CBP uses E-Verify, an internet-based system, to confirm the eligibility of all newly hired employees to work in the United States. Learn more about E-Verify here, <http://www.uscis.gov/e-verify>, including your rights and responsibilities.

Every individual receives a fair opportunity throughout the federal recruitment and hiring process. To learn more, click on the link https://hru.gov/Studio_Recruitment/tools/Mythbuster_on_Federal_Hiring_Policies.pdf

Follow U.S. Customs and Border Protection on Twitter [@CustomsBorder](#)

We will review your resume and supporting documentation to ensure you meet the basic qualification requirements. If you meet the minimum qualifications, your experience, education and training will be rated using an online self-assessment questionnaire that is based on the competencies or knowledge, skills, and abilities listed below. You will receive a score ranging from 70-100 based on your responses. Your entire application package will then be reviewed. The final determination will be based on all the information provided in your application package.

If you are best qualified, you may be referred to the hiring manager for consideration and may be called for an interview. To preview the job questionnaire, see [View Occupational Questionnaire](#).

Knowledge, Skills, Abilities and Other Characteristics (KSAOs):

Candidates who meet the minimum qualification requirements are required to possess certain Knowledge, Skills, Abilities, or Other Characteristics (KSAOs) to successfully perform the functions of this position. Candidates will be asked to demonstrate their attainment of these KSAOs in their resume. The KSAOs are:

- Knowledge regarding conducting research on and developing nationally binding tariff classification decisions for proposed imports that are novel to the United States.
- Drafting informed compliance information and applying a working knowledge of various computer software products for use in communications/research and for accessing various databases to enter and retrieve information.
- Ability to communicate orally and in writing with various members of leadership, internal and external customers.
- Knowledge of concepts, principles, laws, and regulations which apply to tariff classification of imported merchandise.

Agency Career Transition Assistance Program (CTAP) Eligibles: If you have never worked for the Federal Government, you are not CTAP/ICTAP eligible. Information about CTAP eligibility can be found at: http://www.opm.gov/Reduction_In_Force/employee_resources/ctap/Employee-Guideline_CTAP.asp#3a. To be considered well qualified under CTAP, you must possess the knowledge, skills and abilities and/or competencies clearly exceeding the minimum requirements of the position. This will be measured by a score of 85 or higher. In addition, you must submit the supporting documents listed in the "Required Documents" section of this announcement.

To begin your online application, click "**Apply Online**" to create a USAJOBS account and follow the prompts or log in to your existing account. Your application packet must include a completed assessment questionnaire, a resume, and any applicable and/or required supporting documentation. Please see the "Required Documents" section below for additional information. All application materials, including transcripts, must be in English.

We strongly encourage you to apply online. If you cannot apply online, you may fax your resume, assessment questionnaire, and supporting documents to **(478) 757-3144**. You must print a copy of and document your responses to the assessment questionnaire [View Occupational Questionnaire](#) using OPM Form 1203-FX http://www.opm.gov/Forms/pdf_fill/OPM1203fx.pdf, and the official fax cover sheet: <http://staffing.opm.gov/pdf/usascover.pdf>. Please include job opportunity announcement ID 1930993 and provide your SSN, name, and address using the exact name you used when you filled out the questionnaire. If you have uploaded documents into your application, you do not need to fax those same documents.

Applications and supporting documentation will not be accepted by mail or email. The address below is for inquiries only. You may apply more than once, but the most recent application is the only one that will be used. **You must submit your resume, your online questionnaire, and any supporting documents by 11:59 PM Eastern Time on Tuesday, April 11, 2017.**

- **Your resume:** A resume describing your job-related qualifications is required and will be used for the purpose of reviewing your qualifications and determining what training, if any, would be required when placed. Your resume must be in English and must include your job titles and a detailed description of your duties and the dates you performed them (MM/DD/YY), as well as your hours per week for each position listed. Your resume should also contain your full name, address, phone number, email address, and salary. NOTE: Resumes stored on USAJOBS will not automatically carry over to this announcement.
- **Your responses to the job questionnaire** [View Occupational Questionnaire](#)
- **Are you claiming special priority selection rights under the Agency Career Transition Assistance Program (CTAP)** You must submit a separation notice; your most recent SF-50B (noting your current position, grade level and duty location); a current (or last) performance rating of record of at least fully successful or equivalent; an agency certification that you cannot be placed after injury compensation has been terminated; an OPM notification that your disability annuity has been terminated; or a notification from the applicable Military Department or National Guard Bureau, that you are retired under 5 U.S.C. 8337(h) or 8456.
- You may be asked to provide a copy of your recent performance appraisal and/or incentive awards. Consideration will be given to performance appraisals and incentive awards as an indication of quality prior experience, no points will be assigned.

Please upload your resume under "Resume" and any other applicable supporting documents mentioned above under "Other" documents. "Other" documents may not be applicable for each applicant, but should be utilized if you are submitting a SF-50 for proof of federal service, veterans documents for eligibility, transcripts for qualifications, etc.

It is your responsibility to verify that any information entered, uploaded, or faxed is received and is accurate. Human Resources will not modify or change any part of your application. If a document is not legible, you will not be able to view it in your application and you must again upload or fax it by the closing date.

Once the job opportunity announcement has closed, we will assess your experience and training, identify the best qualified applicants, and refer those applications to the hiring manager for further consideration and interviews. You will be notified by email after each of these steps has been completed. Stay informed of changes to your application status by signing up for automatic email alerts at: <https://my.usajobs.gov/Account/NotificationSettings.aspx>. If you are referred, you will receive a final notification of the disposition of the announcement. We expect to make a tentative job offer within 60 days after the close of the announcement. If you are selected, we may conduct a suitability/security background investigation.

DHS offers competitive starting salaries and an attractive benefits package, including: health, vision, dental, life and long-term care insurance, Thrift Savings Plan (similar to a 401(k)), Flexible Spending Account, retirement plan, Employee Assistance Program, personal leave days and paid federal holidays. Other benefits may include: flexible work schedules, telework, tuition reimbursement, transportation subsidies, uniform allowance, health and wellness programs, and fitness centers. DHS is committed to employee development and offers a variety of employee training and development opportunities. For more information, please go to www.dhs.gov/careers and select "Benefits".

To compare cost of living data, calculate mortgage scenarios, or gather information on communities and school districts, please visit the website: <http://www.relocationessentials.com/aff/lifecare/tools/salary/col.aspx>

This position is covered under the bargaining unit.